

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Office of Personnel Report -- Week Ending
9 January 1976

* 1. New Trend: The declining job market for liberal arts students has encouraged many college placement officials to become more aggressive in influencing the curriculum on their campuses and the impact of this change is now becoming more visible. For example, Bowling Green University in Ohio now offers technology courses in manufacturing technology, electronic technology, construction technology, and visual communications technology. Each curriculum includes an internship requirement where students, as part of their studies and under University supervision, take full-time positions in their field of interest. Their work experience is alternated with campus studies. Other changes are occurring at Cleveland State University and at Catholic University in selected courses. We have asked our field recruiters to keep us posted on continuing changes in these areas, particularly if they affect fields of interest to the Agency.

2. Recruitment Input Remains Steady: Field recruiters report in general no slowdown in applications despite the holidays.

25X1A * 3. APP -- Meeting with Mr. Colby: Miss [] and Mr. [] of our Review Staff and I met with the Director on 5 January 1976 to review the supplemental APP charts of comparative statistics for the offices of the individual Career Services.

25X1A 4. Careers Committee: Mr. [], OP Plans Staff, convened a meeting of the inter-career service Careers Committee on Wednesday, 7 January. The Committee was briefed on assignment and placement procedures within the I, E, R and M Career Services. Information was collected for a comprehensive roster of career counselors. Another meeting will take place on 9 January 1976.

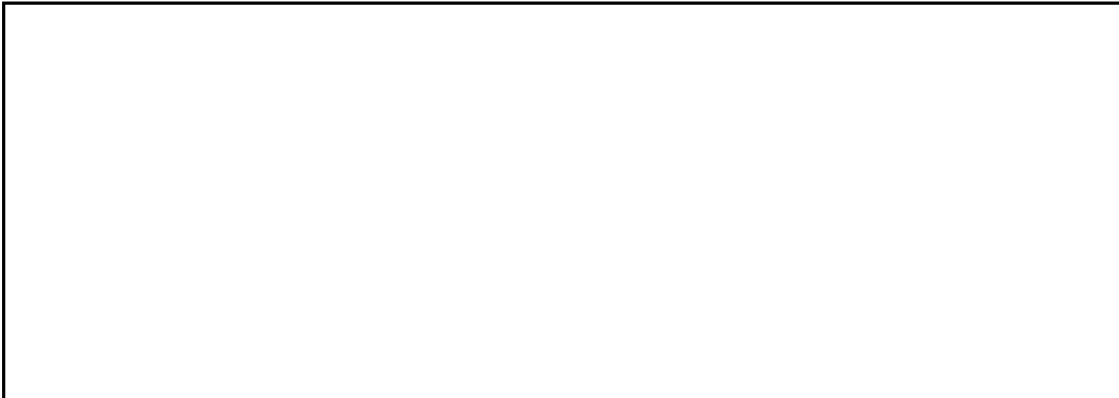
5. Summer-Only Employment: We have received requests for and sent out 475 applications for Summer-Only employment and have received back 368 completed sets of forms.

6. APP Distribution: We prepared and distributed to all Career Service Heads the Agency Consolidated APP reports, Career Service Comparative Charts and the pertinent individual office comparative charts.

7. Retirement Planning Letters: Retirement planning letters were sent to the 306 employees who will attain age 55 in 1976.

8. FLSA: We are continuing our review of positions relative to their exempt/non-exempt status under the Fair Labor Standards Act. We have also talked further with the General Counsel's office concerning various legal/security problems inherent in implementing the Act. OGC plans to talk with the appropriate officers in the Civil Service Commission in an attempt to resolve these problems.

9. Rehired Annuitants: The following cases were approved for the Administration Directorate:



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10. New Bulletin Board: A new bulletin board is being installed in D Corridor of the first floor. The purpose of the board is to publicize Incentive Award activities and safety information. The first postings on the new board are scheduled for Monday, 12 January 1976.

11. Educational Aid Fund and Tax Assistance: A Book Dispatch and Employee Bulletin announcing the EAF Scholarship Program have been prepared and forwarded for publication. In addition, the Employee Bulletin pertaining to tax assistance has been prepared and submitted for publication.

12. Special Medical Requirement: As a result of claims concerning hearing loss, the Office of Communications has asked that all of their applicants have an audiogram during the pre-employment medical examination. This requirement will be noted on the Request for Pre-employment Medical Examination and will be used as one of the elements in adjudicating future claims.


13. Official Personnel Folder Review: A total of 945 employees reviewed their files during 1975, for an average of 78 per month. For the period July 1973 through December 1975, a total of 1469 employees have reviewed their files, for Approved For Release 2002/05/01 : CIA-RDP80-00773A000100020050-5 date is June 1975 when we pulled files for 121 employees.

Since the Privacy Act went into effect in September 1975, two employees have requested copies of documents from their files and one has requested removal of a document.

14. Bicentennial Passports: Central Processing Branch received its first 1976 Bicentennial passports. The new official passports are maroon and aluminum in color, while the tourist passports are blue and aluminum in color. We have not seen a Bicentennial diplomatic passport. A picture of an official passport cover and Mrs. Frances Knight's statement is attached.

Coming Events:

1. We hope to consolidate the Agency PDP reports.
2. The January Personnel Officers Meeting will be held in the auditorium at 10:30 a.m. on Wednesday, 14 January 1976.
3. The task force on effectiveness indicators will meet on 16 January.


F. W. M. Janney
Director of Personnel

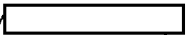
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Att

Dist:

- 0 & 2 - Add
- 1 - DD/Pers/SP
- 1 - DD/Pers/R&P
- 1 - DD/Pers/P&C
- 1 - C/SAS
- 1 - Subject File
- 1 - D/Pers Chrono

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OD/Pers  :jmm (8 Jan 76)



1976 Bicentennial Passport

Your 1976 Bicentennial Passport was designed and developed to commemorate the 200th anniversary of the United States of America.

The cover is a durable, leather grained dark blue vinyl, corresponding in color to the field of the U. S. flag. The lettering, Great Seal and Bicentennial Seal were stamped with aluminum foil.

The interior pages feature a Liberty Bell pattern printed with a specially formulated red and blue ink. The visa pages contain a light grid pattern to encourage the orderly stamping of entry and exit stamps.

Sections of the text appear in both English and French to conform to international usage.

Your Bicentennial Passport is valid for five years. The general format of this special edition will be retained in future passports, except for the removal of the Bicentennial inscription and Seal.

Your passport is an important and valuable document--guard it carefully.

Frances Knight

FRANCES G. KNIGHT
Director, Passport Office

